

25 March 2022

GENERAL MEETING PRE-MEETING ELECTRONIC VOTING

THE OWNERS - STRATA PLAN NO 3840
3840
51-53 THE CRESCENT, MANLY, NSW, 2095

Dear Owner,





Please find enclosed your notice, agenda, voting paper and associated supporting documents for the upcoming general meeting for Strata Plan 3840.

The Owners Corporation has by resolution, or under the current COVID provisions, determined this meeting will be held *wholly via pre-meeting electronic voting*. This means there will be no physical attendance at this meeting. Owners are asked to register their vote on the motions detailed in the accompanying agenda by either returning a voting paper, or by accessing an electronic voting platform. Further instructions on the requirements for meetings held in this manner have been included in the meeting instructions attached with this notice.

The Meeting is scheduled to be held as follows:

DATE:	Thursday 14 April 2022
COMMENCEMENT:	10:30 AM
CLOSE OF BALLOT:	10:30 AM on Wednesday 13 April 2022.

The attached document contains:

-  **Notice of Meeting:** Which details the date, time and location of the meeting.
-  **Agenda:** List of items for consideration at the meeting.
-  **Instructions:** Including attendance, meeting procedures and voting rights.
-  **Attachments:** Supporting documents and forms for voting and updating of your details.

We ask that you read the information carefully as the matters to be considered will impact the running of your scheme and sets out your rights and responsibilities in respect of the meeting.

Please also consider registering your email address using the attached form to receive agendas and minutes of meetings, and other notices via email.

Please contact our office if you require any further information or assistance in relation to the meeting.

Regards
Julie Edwards
Licensed Strata Managing Agent
Liability limited by a scheme approved under Professional Standards Legislation.

BCS Strata Management Pty Ltd | ABN 86010633351 | **a:** Locked Bag 22, Haymarket NSW 1238
e: bcs_chatswood@bcssm.com.au | **w:** bcssm.com.au | **p:** (02)99671300

NOTICE OF GENERAL MEETING

THE OWNERS - STRATA PLAN NO 3840
3840
51-53 THE CRESCENT, MANLY, NSW, 2095



The meeting is scheduled to commence at 10:30 AM on Thursday 14 April 2022.



The meeting will be held wholly via pre-meeting electronic voting.

How to Vote:

Vote by Email: See the attached ballot paper for instructions.

Vote Online: Refer to the email you received with this notice for your voting link.

*Note: You must have received this notice by email in order to vote online. If you have received this notice by post and wish to vote online, please contact our office to request a voting link, and consider registering for email delivery as described below.
You may also vote via "The Pines" website.*

Voting Closure:

24 hours prior to the commencement of the meeting being 10:30 AM on Wednesday 13 April 2022.

Important Note: As this meeting is being conducted wholly via pre-meeting electronic voting, the legislation requires all ballot papers (voting papers) to be submitted and registered 24 hours before the commencement date and time of the meeting. Therefore, in order to register your vote your voting papers must be submitted by no later than 10:30 AM on Wednesday 13 April 2022 to be counted and eligible to vote. Any ballot paper of a voter registered will be recorded as informal if the voter has failed to record a vote within the specified times or in accordance with the information provided in this notice.

AGENDA

Preliminaries

CHAIRPERSON FOR THE MEETING:

That the meeting elect a chairperson.

CALLING OF THE ROLL:

Those Present by Voting Paper; Present by Proxy; Voting rights; Those in Attendance; Apologies.

Motions

1. MINUTES

Motions

- 1.1. That the minutes of the last general meeting of the Owners Corporation, held on 01/11/2021, be confirmed as a true record of the proceedings of that meeting.

Explanatory Note

Clause 8 (1) (a) of Schedule 1 to the Act requires that any general meeting of a strata scheme include a form of a motion to confirm the minutes of the last general meeting.

2. AUTHORISE PARTIAL WALL REMOVAL – LOT 10

Motions

- 2.1. The Owners - Strata Plan sp3840 SPECIALLY RESOLVE pursuant to the buildings By-Law 36 a) – Alterations or Renewals in a Lot and sections 108, 110, 111 of the Strata Schemes Management Act 2015 for the purpose of Improving or enhancing the common property to specifically authorise the Works carried out by the owner of lot 10 to lot and common property on the terms and In the manner as set out In By-Law 36.

Explanatory Note

This is a motion for the owners corporation to authorise the owner of Lot 10 to undertake work affecting the common property as described in Annexure A.

Section 108 of the Strata Schemes Management Act 2015 provides that an owner or the owners corporation may only add to the common property, alter the common property, or erect a new structure on the common property for the purpose of improving or enhancing the common property if the owners corporation first passes a special resolution authorising the taking of the particular action.

The motion must be passed by special resolution. A special resolution is resolution passed in a general meeting of the owners corporation where no more than 25% of the value of votes cast are against the motion. The value of a vote in respect of a lot is equal to the unit entitlement of the lot.

3. VOTING BY ELECTRONIC MEANS

Motions

- 3.1. That pursuant to Regulation 14 (1) (b) of the *Strata Schemes Management Regulation 2016* (NSW), the owners corporation approve the adoption of voting wholly by electronic pre-meeting voting for the next general meeting of the owners corporation.

Explanatory Note

Regulation 14 provides that an owners corporation or strata committee may adopt various electronic means of voting to apply to the next meeting of the owners corporation or strata committee. The motion above is to allow pre-meeting electronic voting through the means of Strata Vote or electronic voting paper.

INSTRUCTIONS

Meeting Procedures and Voting Rights for a General Meeting

Definitions

Act – *Strata Schemes Management Act 2015*.

Regulations – *Strata Schemes Management Regulations 2016*.

Special Requirements – Pre-meeting Voting

The Act and Regulations provide alternate means of voting for owners corporations and strata committees including conducting of meeting entirely via pre meeting electronic voting. This means a physical meeting is not held but rather the resolution of the motions contained in the agenda are determined by owners registering their vote for each motion via the submission of a voting or 'ballot' paper. In this instance that ballot paper will be accessed and registered via an electronic voting platform the details of which have been provided with this notice of meeting.

There are specific requirements placed on lot owners and the owners corporation when conducting a meeting wholly by pre meeting electronic voting. These requirements include (but are not limited to):

- The owners corporation or strata committee must determine the format of this meeting by formal resolution (ordinary resolution)
- A motion for an election (such as the of a strata committee) cannot be determined via this format.
- Electronic means of voting may include requiring voters to access a voting website and to vote in accordance with directions contained on that website.
- A motion that is to be determined wholly by pre-meeting electronic voting may not be amended at the meeting for which the pre-meeting electronic voting is conducted.
- The timeframe for the ballot closes 24 hours before the commencement of the meeting. This means all ballot papers must be submitted in full 24 hours before the commencement of the meeting at which the matter is to be determined,
- The secretary must ensure that the form for the electronic ballot paper contains—
 - a. instructions for completing the ballot paper, and
 - b. the question or motions to be determined, and
 - c. the means of indicating the voter's choice on the question to be determined.
- The secretary must, at least 7 days before the meeting at which the matter is to be determined, give each person entitled to vote—
 - a. access to an electronic ballot paper, or to a voting website or electronic application containing an electronic ballot paper, that complies with this clause, and
 - b. access to information about—
 - i. how the ballot paper must be completed, and
 - ii. the closing date of the ballot, and
 - iii. if voting is by email, the address where the ballot paper is to be returned, and
 - iv. if voting is by other electronic means, the means of accessing the electronic voting system and how the completed electronic ballot paper is to be sent to the secretary, and
 - c. access to an electronic form of declaration requiring the voter to state—
 - i. his or her name, and
 - ii. the capacity in which the person is entitled to vote, and
 - iii. in the case of a matter that requires a special resolution, the voter's unit entitlement, and
 - iv. if the vote is a proxy vote, the name and capacity of the person who gave the proxy.
- Each person entitled to vote must vote in accordance with the instructions contained in the information.
- The secretary of the owners corporation must ensure that all electronic ballot papers are stored securely until the counting of the votes begins.

Informal votes

- A ballot paper of a voter who votes by means of pre-meeting electronic voting is informal if the voter has failed to record a vote in accordance with the information provided by the secretary.
- If voting is carried out by pre-meeting electronic voting using a voting website or other electronic application, the website or application is to provide a warning message to a person casting an informal vote that the proposed vote is informal.

Ascertaining result of pre-meeting electronic voting

- As soon as practicable after the close of a ballot conducted by pre-meeting electronic voting, the secretary of the owners corporation must—
 - a. review all information and reports about the electronic ballot,
 - b. reject as informal any votes that do not comply with the requirements of this Regulation,
 - c. ascertain the result of the electronic ballot.
 - d. The secretary must, at the meeting to consider the matter for which the pre-meeting electronic voting was held, inform the persons present of the result of the ballot.

Meeting Attendance

In person

- There is no mechanism to attending a meeting conducted wholly via pre-meeting electronic voting in person.

By Proxy

- You are able to continue to appoint a proxy to vote on your behalf at a meeting to be held wholly via pre electronic voting, however; we would encourage to register your vote directly rather than utilising this option. If you still wish to appoint a proxy you will need to complete the proxy form enclosed with this meeting notice and return to our office for checking.

NOTE:

For schemes comprising of less than 100 lots you can return the proxy form any time up to the commencement of the meeting.

For schemes comprising more than 100 lots the proxy must be returned and received by the secretary/ or managing agent no later than 24 hours prior to the commencement of the meeting. If your proxy is received after this period (or is complete) the proxy is unable to be legally registered for voting purposes.

Notwithstanding the above statutory provisions, we recommend all owners ensure their proxies are registered with the office of the managing agent well in advance the meeting. This will allow our office to verify receipt, advise of any compliance issues with the proxy form and minimise and administration delays during the conduct of the meeting itself.

- When completing the proxy form, it is important you ensure all sections of the form are completed correctly and in full. The return of an incorrect or incomplete proxy form will prohibit the proxy being registered for voting purposes. Some key areas to note are as follows:
 - Proxy must be dated
 - All names on title must be filled out (and signed by)
 - The name of the nominated proxy holder must be clearly specified (and any alternate proxy)
 - The term of the appoint must be indicated
 - Any restrictions on voting instructions must be specified. This must include any or authority (or otherwise) for the proxy holder to nominate anyone to the strata committee.
 - If the appointment of a managing agent is to be considered voting instruction under section 3 the proxy form must be completed.
- The total number of proxies that may be held by a person (other than proxies held by the person as a co-owner of a lot) voting on a resolution are as follows:
 - If the Strata Scheme has 20 lots or less, one;
 - If the Strata Scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.

NOTE: Recent changes in legislation now provide for a person owning multiple lots in the same strata scheme to be able to appoint a single proxy in respect to all the lots despite circumstances where the above limits are normally placed on the holding of proxies.

- A proxy given to a building manager, on-site residential manager or Strata Managing Agent is invalid if it would obtain or assist in obtaining a pecuniary interest for or confer or assist in conferring any other material benefit on, the proxy.
- Developer (the original owner) restrictions:
 - For the purposes of determining an election for officers of the Owners Corporation or members of the Strata Committee (other than in the case of a poll), the vote of an original owner is to be reduced to one-third of the votes the owner would otherwise have (ignoring any fraction);
 - An original owner cannot vote by proxy or power of attorney on any matter if that proxy or power of attorney was given to it under a contract for the sale of a lot or under an associated contract or arrangement. Accordingly, any provision in a contract for the sale of a lot or associated contract or arrangement that requires the lot owner to give the developer a proxy or power of attorney will be ineffective since that proxy or power of attorney cannot be used;
 - Additionally, any contract to that effect or a term of contract of that kind is unenforceable; and,
 - The original owner or lessor of a leasehold Strata Scheme is not entitled to vote, or exercise a proxy vote, on a matter concerning building defects in, or the rectification of building defects in, building work.

Quorum and Voting Rights

Clause 8, Schedule 1 to the Act requires that the provisions determining a quorum must be included in the notice.

Clause 17, Schedule 1 to the Act specifies the quorum provisions in the following terms:

- **Quorum required for motion or election**

A motion submitted at a General Meeting of an Owners Corporation must not be considered, and an election must not be held, unless there is a quorum present to consider and vote on the motion or on the election.

- **When a quorum exists**

A quorum is present at a meeting only in the following circumstances:

- if not less than one-quarter of the number of persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,
- if not less than one-quarter of the aggregate unit entitlement of the Strata Scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or at the election,
- if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the Strata Scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.

- A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.

- **Procedure if no quorum**

If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson may:

- adjourn the meeting for 7 days, or
- declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

- **Quorum for adjourned meeting**

If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

Note: This includes any proxies registered for the original meeting.

Types of Resolutions

- There are three (3) core types of resolutions you will encounter within a meeting of your scheme:
 - **Ordinary resolution:** This is the most common type of motion you will encounter within a strata meeting. The motion is passed if a standard majority of the votes cast are in favour of it;
 - **Special resolution:** This motion requires a higher threshold for passing of a motion and are most commonly seen for matters pertaining to changes to the common property, and changes to by laws for your scheme. The motion is passed if not more than 25% of the value of votes cast are against the resolution. The value of votes cast for special resolutions is calculated on the basis of unit entitlement.
 - **Unanimous resolution:** The motion is passed if no vote is cast against it.
 - **Poll vote:** A poll can be called for or requested for any motion put to a meeting. In a poll vote, votes are calculated on the basis of unit entitlements.
- If you are an owner, your vote does not count if a vote is cast on the same motion by:
 - the mortgagee shown on the strata roll for your lot;
 - the covenant chargee shown on the strata roll for your lot; or
 - in the case of multiple mortgagees or covenant chargees the priority mortgagee or chargee shown on the strata roll for your lot.
 - and if you have received at least two days' notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Annexure to this meeting notice

Minutes Paper EGM 01.11.2021

Annexure A

Proxy Form

Email Authority Form

Company Nominee Form

**THE MINUTES OF THE GENERAL MEETING
STRATA PLAN 3840
3840 51-53 THE CRESCENT MANLY**

DATE, PLACE & TIME OF MEETING: The General Meeting of The Owners - Strata Plan No. 3840 was held on Monday, 1 November 2021 via Online only. The meeting commenced at 10.00am.

LOTS REPRESENTED:

Mark Greenleaf	(Lots 2 & 68) – Electronic Vote
Ross & Catherine Brookes	(Lots 5 & 49) – Electronic Vote
Miss Sharyn Roberts	(Lots 9 & 54) – Electronic Vote
Diana Mrkusich	(Lots 10 & 69) – Electronic Vote
Kiril Goring-Siebert	(Lots 16 & 58) – Electronic Vote
Nr Kenneth Nock	(Lot s20) – Electronic Vote
Bryan Inder	(Lots 22,27,37,42,64 & 76) – Electronic Vote
Doreen Nicholson	(Lot 23 & 44) – Electronic Vote
David Park	(Lots 24 & 78) – Electronic Vote
Allan Bardwell	(Lots 26 & 48) – Electronic Vote
Pamela Muir	(Lots 29 & 43) – Electronic Vote
Adrian Hughes	(lots 33 & 41) – Electronic Vote
Kaye Gerrard	(Lots 38 & 52) – Electronic Vote

IN ATTENDANCE: Julie Edwards (Body Corporate Services)

CHAIRPERSON:

SECRETARY: Julie Edwards of BCS Strata Management Pty Ltd

1. MINUTES

Motions

- 1.1. That the minutes of the last general meeting of the Owners Corporation, held on 27/08/2021, be confirmed as a true record of the proceedings of that meeting.

Motion CARRIED

2. ADOPTION OF SPECIAL BY-LAW AUTHORISING BUILDING WORKS - LOT 26

Motions

- 2.1. That The Owners – Strata Plan No. 3840 SPECIALLY RESOLVES pursuant to sections 141 to 143 of the Strata Schemes Management Act 2015 to make an additional by-law in the terms noted in Annexure A1.

Motion CARRIED

3. APPROVAL AND REGISTRATION OF A NEW BY-LAW - COMMON SEAL

Motions

- 3.1. That the Owners Corporation resolves that the common seal of the Owners Corporation be affixed to the notification of the change by the strata managing agent, in accordance with Section 273 of the Act, and this agent be authorised to undertake any necessary ancillary administrative tasks associated with the registration of the change with the Registrar-General's Office in accordance with Section 141 of the Act.

Motion CARRIED

**MINUTES OF GENERAL MEETING
THE OWNERS - STRATA PLAN NO. 3840**

**ADDRESS OF THE STRATA SCHEME: 3840
51-53 THE CRESCENT**

4. VOTING BY ELECTRONIC MEANS

Motions

- 4.1. That pursuant to Regulation 14 (1) (b) of the *Strata Schemes Management Regulation 2016 (NSW)*, the owners corporation approve the adoption of voting wholly by electronic pre-meeting voting for the next general meeting of the owners corporation.

Motion CARRIED

CLOSURE: There being no further business, the chairperson declared the meeting closed at 11.00am.

Strata Company Professional Standards Disclosure

Liability limited by a scheme approved under Professional Standards Legislation.

NORTHWOOD PTY LTD CONSULTING ENGINEERS

ABN 28601642295.

GREENWICH. P.O. BOX 5166

PH.0417080363

Email: Northwoodptyltd@bigpond.com

Web: northwoodptyltd.com.au

25th. of February 2022

THE OWNERS CORPORATION.

Unit 10, 51 The Crescent, Manly N.S.W. 2095

c/o Diana Mrkusich

RE: STRUCTURAL CERTIFICATION. PROPOSED WORKS.

UNIT 10, 51 THE CRESCENT, MANLY.

S.P.3840

Dear Sir/Madam,

A senior structural engineer from this firm has carried out an inspection of the existing property at the above noted address on the 24th. of February 2022. The kitchen wall facing the harbour and the corridor return of this wall were found to be non-load bearing.

The removal of 2600mm of the kitchen wall and 8-900mm on the corridor return walling may proceed. We certify that the existing structure will remain structurally adequate when subject to the proposed works as detailed on the architectural drawings provided to this firm by Kate Bell Interior architecture and design.

This certification shall not be construed as relieving the owner or the builder from their responsibilities for all temporary shoring, and all works required by the B.C.A., and as set out by council.

Designer: Neil Walsh. Qualifications: Bachelor of Engineering, Civil & Structural, Master of Engineering Science, Structural, Certified practicing Engineer Structural /Civil/Hydraulic & Member of the Institute of Engineers Australia.

YOURS FAITHFULLY

NEIL WALSH

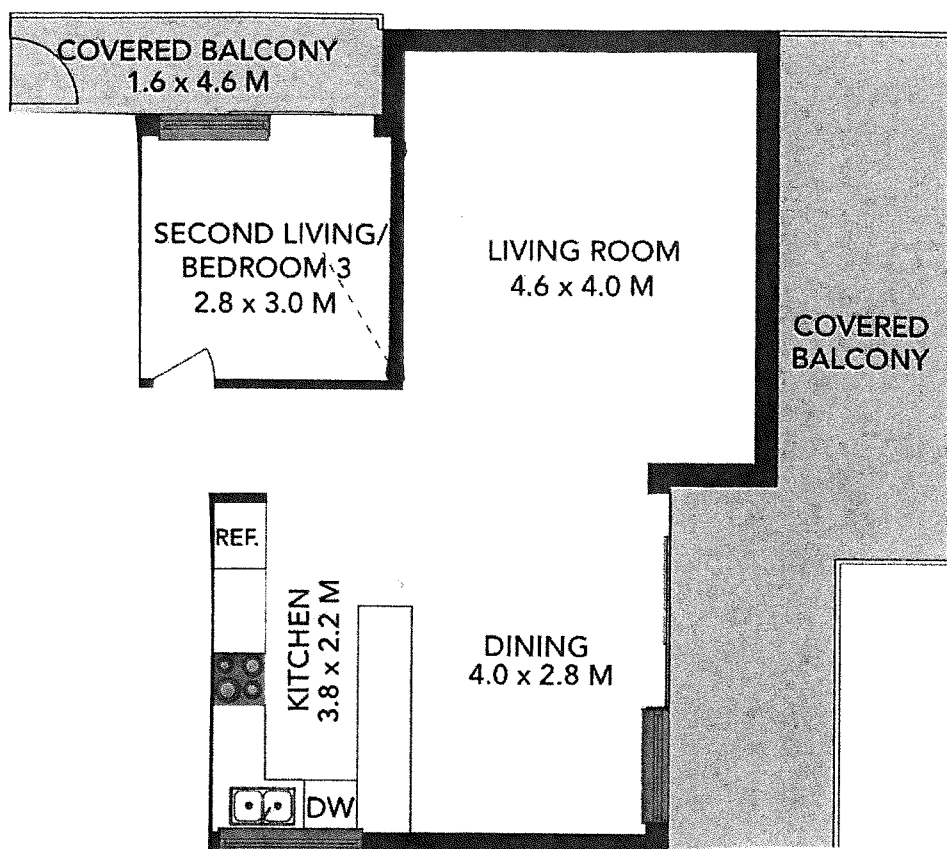
MIEAust, B.E., M.EngSc., CPEng. #832325

Department of F.T. DESIGN PRACTITIONER

DEP0001323



Neil Walsh MIEAust.
#832325



PROXY APPOINTMENT

Strata Schemes Management Act 2015

Approved form under: Strata Schemes Management Act 2015 (Clause 26 (1) of Schedule 1)

Date

I/We [name(s)]

the owners of lot [address]

In Strata Plan No.

3840

Appoint [name of first appointee]

Of [first appointee's address]

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings).

I/We appoint [second appointee's name]

Of [second appointee's address]

as my/our proxy for the purposes of meetings of the owners corporation (including adjournments of meetings) if the named above already holds the maximum number of proxies that may be accepted.

Period or number of meetings for which appointment of proxy has effect [Tick OR tick and complete whichever applies below]:

- ☐ 1 meeting ☐ [please insert number] meetings
- ☐ 1 month ☐ [please insert number] months
- ☐ 12 months ☐ 2 consecutive annual general meetings

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater.)

[Tick and complete whichever applies below]:

- ☐ **1. This form authorises the proxy to vote on my/our behalf on all matters.**

OR

- ☐ **2. This form authorises the proxy to vote on my/our behalf on the following matters only:**
[Specify the matters and any limitations on the manner in which you want the proxy to vote.]

- ☐ **3. If a vote is taken on whether (the strata managing agent) should be appointed or remain in office or whether another managing agent is to be appointed, I/we want the proxy to vote as follows:**

I understand that, if the proxy already holds more than the permitted number of proxies, the proxy will not be permitted to vote on my/our behalf on any matters.

Signature of owner/s

<div>X</div>	
Name [print]:	

<div>X</div>	
Name [print]:	

Manager: Julie Edwards

BCS Strata Management Pty Ltd | ABN 86010633351 | a: Locked Bag 22, Haymarket NSW 1238

e: bcs_chatswood@bcssm.com.au | w: bcsm.com.au | p: (02)99671300

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PROXY APPOINTMENT

Strata Schemes Management Act 2015

NOTES ON APPOINTMENT OF PROXIES

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This proxy is valid for any general meetings held during the period (if any) specified on page 1 of this form. If no period is specified then this proxy ends after 12 months or two annual general meetings, whichever occurs later.
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
 - (a) if the strata scheme has 20 lots or less, one,
 - (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
 - (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
 - (b) requires the purchaser to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

NOTES ON RIGHTS OF PROXIES TO VOTE

1. A duly appointed proxy:
 - (a) may vote on a show of hands (or by any other means approved by a general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
 - (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
 - (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
 - (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
 - (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
 - (c) if the right to vote on any such matter is limited by this form.

Manager: Julie Edwards

BCS Strata Management Pty Ltd | ABN 86010633351 | **a:** Locked Bag 22, Haymarket NSW 1238

e: bcs_chatswood@bcssm.com.au | **w:** bcssm.com.au | **p:** (02)99671300

Liability limited by a scheme approved under Professional Standards Legislation.

E-MAIL NOTIFICATION AUTHORITY

SECTION 1 – RETURN TO

To the Managing Agent for The Owners – Strata Plan 3840
C/- BCS Strata Management Pty Ltd
Locked Bag 22, Haymarket NSW 1238

bcs_chatswood@bcssm.com.au

SECTION 2 – ABOUT THIS FORM

Those owners that are not currently receiving agendas and minutes of meetings and other notices via email are requested to complete the Email Notification Authority attached to this notice of meeting and return such to the strata managing agent to help reduce future mailing and photocopying costs of your strata scheme. Once submitted, the strata managing agent will update its records so that future notices and minutes of meetings and other notices can be forwarded to you via email.

Should you have any questions regarding the above matter, please do not hesitate to contact your strata managing agent.

SECTION 3 – EMAIL NOTIFICATION AUTHORITY

In accordance with Section 263 of the *Strata Schemes Management Act 2015* on Electronic Transmission of Notices.

Note: For owners in a large strata scheme only (i.e., with more than 100 lots excluding utility lots), this authority constitutes an on-going request to receive the minutes of general and strata committee meetings via email until further notice.

Lot Number	
Owner Name/s	

Authority for correspondence, meeting notices and minutes

Email Address	
I / we authorise the Owners Corporation of Strata Plan 3840 to forward <u>correspondence, meeting notices and minutes</u> and other notices electronically to the email address listed above.	
Signature of Owner/s	
Date	

Authority for Levy Notices

Email Address	
I / we authorise the Owners Corporation of Strata Plan 3840 to forward <u>Levy Notices</u> electronically to the email address listed above.	
Signature of Owner/s	
Date	

COMPANY NOMINEE FORM

SECTION 1 – RETURN TO

To the Managing Agent for The Owners – Strata Plan 3840
C/- BCS Strata Management Pty Ltd
Locked Bag 22, Haymarket NSW 1238
bcs_chatswood@bcssm.com.au

SECTION 2 – ABOUT THIS FORM

This notice should be completed by a company that owns a strata lot and wants to appoint a nominee to act on its behalf and be able to vote for it at general meetings of the Owners Corporation.

Complete notices must be returned to the Owners Corporation care of your Managing Agent as per **Section 1 above**. The name and address of the company nominee will be recorded in the Strata Roll and the nominee will then be able to vote at general meetings of the Owners Corporation.

SECTION 3 – NOTICE OF THE APPOINTMENT OF A COMPANY NOMINEE

This notice is given under Section 22 and 154 of the *Strata Schemes Management Act 2015*.

Lot Number	
Name of Company	
ACN	
Company's address for the service of notices	
Company Details	Contact
	Phone:
	Email:

Name of Nominee	
Nominee's address for the service of notices	
Nominee Contact Details	Contact
	Mobile:
	Email:

SECTION 4 – EXECUTION

Affix the Company Seal here and complete the attestation clause:

The Common Seal of	<i>Company Name</i>	Company Seal
Is affixed on	<i>Date of Appointment</i>	
with the authority of the directors in accordance with its articles of association in the presence of:		
Signature of Authorised Person		
Office Held		
Name of Authorised Person		

Pre-Meeting Voting Ballot Paper

Plan No 3840 General Meeting - Thursday, 14 April 2022

The General Meeting of SP 3840 is to be held wholly by means of pre-meeting voting. **Voting will close on Wednesday, 13 April 2022 at 10:30 AM.** (The meeting time for collation of voting is Thursday, 14 April 2022 at 10:30 AM).

Pursuant to Regulation 15, of the *Strata Schemes Management Regulation 2016 (NSW)*, for your vote to be deemed valid, you must complete the ballot paper in accordance with the below simple steps:

- You must clearly indicate whether you are voting in favour, against or are abstaining by placing a tick in one of the voting boxes.
- You must indicate on the ballot paper, the capacity in which you are voting, i.e., as lot owner, first mortgagee, covenant chargee of the lot, as a company nominee or as a proxy.
- If you are voting as a proxy, please name the person who gave the proxy and the capacity in which it was given – there is a space provided on this ballot paper for you to complete the details; and,
- Sign this ballot paper – all owners of the lot must sign unless you are a proxy/company nominee/mortgagee/covenant charge. Once completed, the ballot paper **MUST** be returned to the Secretary or Manager (to the address in the header of the agenda) before the closure of voting at 10:30 AM on Wednesday, 13 April 2022.

Voting Paper:

Item 1: MINUTES			
1.1: CONFIRMATION OF MINUTES	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain
Item 2: AUTHORISE PARTIAL WALL REMOVAL – LOT 10			
2.1: AUTHORISE PARTIAL WALL REMOVAL – LOT 10	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain
Item 3: VOTING BY ELECTRONIC MEANS			
3.1: VOTING BY ELECTRONIC MEANS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain

REQUIRED:

Now provide the following details:

VOTING CAPACITY (Circle One):

Owner/ Company Nominee/ Proxy/ Mortgagee/ Covenant Chargee.

IF VOTING BY PROXY:

(A) Name of person who gave proxy: _____

(B) Capacity of the person giving the proxy (Circle one of the following):

Owner (s)/ Company Nominee/ Proxy/ Mortgagee/Covenant Chargee.

Ballot Paper Page 1 of 2

Please complete on each page of the ballot paper:

Signature of Person(s)
completing this ballot

Name(s) (Print in Capitals)

Lot #

Date

Pre-Meeting Voting Ballot Paper (Page 2 of 2)
Plan No 3840 General Meeting - Thursday, 14 April 2022

Please Note:

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1. The Act does not permit the election of the strata committee by pre-meeting electronic voting.
 2. In the event that motions are to be determined in a general meeting partly by pre-meeting voting, if persons eligible to vote who attend that meeting resolve to amend any of the motions on the agenda, pre-meeting voting on an amended motion will have no effect.

**THIS BALLOT MUST REACH THE MANAGER AT LEAST 24 HOURS PRIOR TO THE
COMMENCEMENT OF THE MEETING.**

Ballot Paper Page 2 of 2

Please complete on each page of the ballot paper:

Signature of Person(s)
completing this ballot

Name(s) (Print in Capitals)

Lot #

Date